

**JWC VACANCY
NOTICE 261163**

Job Title: Staff Officer (2030 Digitalisation - Process Flow Coordinator)

This vacancy notice is for a NATO-2030 agenda project-linked NATO International Civilian (PLN) post. This post is limited to a three-year definite duration project. It will be filled as soon as possible. In view of the urgency of this project, qualified candidates who hold or have recently held a valid NATO or National security clearance will be given priority consideration.

Please note that the JWC is currently trialling a new organizational structure. Consequently, reporting lines, job titles, functional alignments and some duties may differ slightly from those outlined in the vacancy notice.

NATO Body: Joint Warfare Centre (JWC)

Primary Location: Stavanger, Norway

Schedule: Full-Time

Salary (Pay Basis): 93,933 NOK Monthly

Grade: G15

Clearance Level: NATO Secret (NS)

Application Deadline: 9 August 2026

The Joint Warfare Centre (JWC) is seeking a Staff Officer (2030 Digitalisation - Process Flow Coordinator) for its civilian workforce within the CIS Services Branch.

We are building a Data Science Team at NATO's JWC in spectacular Stavanger, Norway. This team will lead the transformation of JWC's exercises to incorporate the latest emerging defence technologies faster than ever before. The JWC's AI and Automation initiatives will improve the mission impact of AI for NATO operations and streamline business processes across the centre.

In this role, you will contribute as a key member of the JWC Data Science Team to deliver AI to NATO exercises, gaining experience in multi-level security, international, and operational environments. You will plan, develop, and deliver on a roadmap to bring cutting-edge AI (including latest generation LLMs, reasoning models, and agentic systems) to operate on NATO's strategic, data-centric exercises and programs. Your hands-on experience will carry over as your team delivers and iterates with operators from across the alliance.

What the role offers:

- High impact, portfolio-level work at the intersection of AI, defence, and NATO operations.
- An English-language environment with colleagues from across the 32-nation alliance
- An opportunity to live and work in one of Norway's most beautiful coastal cities, with easy access to the fjord and flights across Europe.
- Tax free salary and privileges.

If you are ready for a challenging role that will leverage your technical skills and expose you to an international cohort working on challenges at the highest strategic level, we encourage you to apply.

Principal Duties

To manage the governance of JWC automation through:

- Establishing and maintaining a Governance Structure for JWC automated flows.
- Overseeing the overall administration of JWC business workflows.
- Creating and maintaining best practices covering naming conventions, documentation, templates and version control.
- Monitoring and Reporting on the performance of JWC workflows using flow analytics and or alerts/notifications.
- Developing Standard Operating Procedures (SOP) and other documentation to capture the workflows.

Essential Qualifications**Education/Training**

- University Degree in information Technology and management, management information systems, computer science, business administration or related discipline and 3 years function related experience,
- or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post related experience

Experience

- At least 3 years' experience optimizing and automating workflows and business processes.
- At least 12 months experience with Microsoft Power Automate.
- Certification in Microsoft Power Platform (PL-900).

Language

English – Upper Intermediate/Advanced

Desirable Qualifications

- Master's degree in information technology and management, management information systems, computer science, business administration or related discipline.
- A recognized Project management Qualification (APM, Prince, AgilePM, etc.).
- Experience at a National or International Public Sector Headquarters (HQ).
- Certification in Microsoft Power Automate RPA Developer (PL-500) or equivalent.
- Certification in Microsoft Power Platform Functional Consultant (PL-200) or equivalent.

Personal Attributes/Competencies

- Strong analytical and critical thinking skills to identify patterns, trends and outliers in data as well as being able to solve complex business problems using data-driven approaches.

- Considerable maturity and professional judgement is required to make decisions on to ensure seamless provision of high-quality support to the JWC.
- High level of organisational and coordination skills.
- Excellent managerial, interpersonal, and communication skills with a visionary view to evolving requirements to meet future challenges.
- Able to cope with stress and possessing good health.
- Able to work as a member of a team in a multi-national environment. An analytical, systematic and pro-active approach is important.
- A capacity for original thought, including the incorporation of emerging concepts.
- The incumbent should be self-motivated and capable of working under pressure.

Work Environment

The work is normally performed in an office environment.

NOTE: The work both oral and written in this post and in this headquarters as a whole is conducted mainly in English.

Travel on temporary duty may be required for several conferences.

Irregular working hours may be required, especially during exercises/events

How to Apply for a Project Linked NATO Civilian Post at JWC:

JWC, as an equal opportunities employer, values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. We welcome applications from nationals of all NATO Member States and strongly encourage women to apply.

Applications are to be submitted, in English, using the NATO Talent Acquisition Platform (NTAP) (<https://nato.taleo.net/careersection/2/jobsearch.ftl?lang-en>). Applications submitted by other means will not be accepted.

NTAP allows for the adding of attachments. Candidates are to attach a copy of the qualification(s)/certificate(s) covering the highest level of education and vocational qualifications held to support their application.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgement please make sure the submission process is completed or re-submit the application. Applications will not be accepted after the deadline.

Remarks:

NATO will not accept any phase of the recruitment and selection prepared, in whole or in part, by means of generative artificial-intelligence (AI) tools, including and without limitation to chatbots, such as Chat Generative Pre-trained Transformer (Chat GPT), or other language generating tools. NATO reserves the right to screen applications to identify the use of such tools. All applications prepared, in whole or in part, by means of such generative or creative AI applications may be rejected without further consideration at NATO's sole discretion, and NATO reserves the right to take further steps in such cases as appropriate.

Notes for candidates: The candidature of NATO redundant staff at grade G15/A-2 will be considered before any other candidates.

Notes for NATO Civilian Human Resources Managers: if you have qualified redundant staff at grade G15/A-2, who wish to be considered for this post, please advise JWC Civilian HR no later than the closing date.

Final interviews are scheduled to take place during the second half of October 2026."

Contract:

This project post is limited to a definite duration of 3 years. There is no guarantee that this post will continue beyond that period. Successful applicants will be offered a 3-year definite duration employment contract. Serving staff will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

Salary:

Starting basic salary is NOK 93,933.00 per month (tax-free). Additional allowances may apply depending on the personal circumstances of the successful candidate. For further details see [NATO Terms & Conditions](#).

For any queries, please contact the Joint Warfare Centre Recruitment Team at jwc.recruitment@nato.int.